

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



March 21, 2002

COUNTY FISCAL LETTER (CFL) NO. 01/02-54

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS

SUBJECT: DEBARMENT AND SUSPENSION CERTIFICATION

REFERENCE: 45 CODE OF FEDERAL REGULATION, PART 76,  
GOVERNMENTWIDE DEBARMENT AND SUSPENSION  
(NONPROCUREMENT)

This CFL provides information pertaining to the annual debarment certification required by the federal government. Federal rules at Title 45, Code of Federal Regulations (CFR), Section 76.225 prohibit the California Department of Social Services (Department) from knowingly doing business with any party that is suspended, debarred, or is otherwise ineligible to participate in federal assistance programs. To demonstrate compliance with this regulation, including rules at 45 CFR, Section 76.510 and federal Executive Order 12549, the Department is required to obtain annual certifications from its participating organizations regarding debarment, suspension, ineligibility, and voluntary exclusion.

In the most recent Single Audit of the State, for State Fiscal Year (SFY) 2000-01, the Department was cautioned for not obtaining debarment certifications for all its lower tier transactions, including its transactions with county welfare departments. Please note that transactions between the federal government and State are primary covered transactions, while transactions between the State and counties to administer assistance and services are considered lower tier transactions.

To ensure compliance with the federal requirements, each County Welfare Department is requested to submit the enclosed certification by May 31, 2002 (i.e., for SFY ending June 30, 2002) to the following address:

California Department of Social Services  
Fiscal Policy Bureau  
744 P Street, Mail Station 8-100  
Sacramento, California 95814  
Attention: Fiscal Policy Analyst

Future certifications should be submitted to the above address by August 1st of each year (e.g., August 1, 2002 for SFY ending June 30, 2003). Counties should retain a copy of their annual certifications in the event such documentation is requested in conjunction with a federal and/or State audit.

Should there be any questions or concerns, please do not hesitate to contact your Fiscal Policy Bureau analyst at (916) 657-3440. Thank you for your cooperation.

Sincerely,

***Original Document Signed by  
MARGE DILLARD on 03/21/02***

MARGE DILLARD, Chief  
Fiscal Systems and Accounting Branch

Enclosure

c: County Welfare Directors Association

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
– LOWER TIER COVERED TRANSACTIONS

*By signing and submitting this certification, the County Welfare Department (CWD), as lower tier participants, in accordance with 45 Code of Federal Regulations (CFR) Part 76, certifies to the best of its knowledge and belief that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. The CWD also certifies that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration.*

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*Signature of Welfare Director*

*County*

*Date*